



# SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

Resi : (04179) 220103

College : (04179) 220553

Fax : (04179) 226423

Ready for

Every Good Work

A Don Bosco Institution of Higher Education, Founded in 1951 \* Affiliated to Thiruvalluvar University, Vellore \* Autonomous since 1987

Accredited by NAAC (4<sup>th</sup> Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

## SACRED HEART COLLEGE

(Autonomous Since 1987)

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A Don Bosco Institution of Higher Education, Founded in 1951

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CGPA of 3.31/4 at 'A+' Grade

### Handbook and Calendar 2022-2023

Name :

Register Number :

Class :

Blood Group :

Present Address :

Parents' Mobile No :

Student Mobile No :

Student's Grievance Cell mail ID: studentgrievance@shctpt.edu

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Tel: 04179-220553 (Office), 226423 (Fax), 225060 (AICTE Fax)

URL.: www.shctpt.edu Email: office@shctpt.edu

### **COLLEGE WORKING HOURS**

#### **SHIFT – I: From 08.30 a.m. to 01.15 p.m.**

##### **UG PROGRAMMES**

B.A. Economics  
B.A. English  
B.Com.  
B.B.A.  
B.Sc. Mathematics  
B.Sc. Physics  
B.Sc. Chemistry  
B.Sc. Computer Science  
B.Sc. Biochemistry  
B.Sc. Microbiology  
B.Sc. Psychology

##### **PG PROGRAMMES**

M.A. Economics  
M.S.W.  
M.Sc. Mathematics  
M.Sc. Computer Science  
M.Sc. Biochemistry  
M.Sc. Counselling Psychology  
M.Sc. Applied Microbiology  
**M.S.W. (HR)\***

#### **SHIFT – II: From 01.25 p.m. to 05.45 p.m.**

##### **UG PROGRAMMES**

B.A. Tamil  
B.A. English  
B.A. History  
B.Com.  
B.Com. (CA)  
B.Sc. Mathematics  
B.Sc. Physics  
B.Sc. Chemistry  
B.Sc. Computer Science  
B.C.A.

##### **PG PROGRAMMES**

M.A. Tamil  
M.A. English  
M.Com.  
M.Sc. Mathematics  
M.Sc. Physics  
M.Sc. Chemistry

#### **AICTE PROGRAMMES: 08.30 a.m. to 04.30 p.m.**

Master of Computer Applications (MCA)  
Master of Business Administration (MBA)

### **PG DIPLOMA PROGRAMMES**

Diploma in Computer Software Applications (PGDCSA)  
Diploma in Medical Laboratory Technology (PGDMLT)  
Diploma in Human Resources Management (PGDHRM)  
Diploma in Import and Export Management (PGDIEM)  
Diploma in Logistics Management (PGDLM)  
Diploma in Cyber Security (PGDCS)  
Diploma in Data Science (PGDDS)  
Diploma in Civil Aviation Management (PGDCAM)\*

### **RESEARCH PROGRAMMES**

#### **Ph.D.**

Tamil  
English  
Economics  
Commerce  
Social Work  
Management (MBA)  
Mathematics  
Physics  
Chemistry  
Computer Science  
Biochemistry  
Counselling Psychology

## **OUR COLLEGE**

Sacred Heart College (Autonomous) a Minority Catholic Co-educational Institution, affiliated to the Thiruvalluvar University, is one among the five Arts and Science Colleges run by the Chennai Province of Salesians of Don Bosco (SDB). The other Salesians Colleges in the Province are: Don Bosco College - Yellagiri Hills, Don Bosco College - Dharmapuri, Don Bosco College - Karaikal, Don Bosco College, Kilpauk, Chennai. All these institutions are under the Chairmanship of the Salesian Provincial of Chennai. As a Minority institution, the college caters primarily to the formation of Christian students and the rural poor. The institution strives to bring about social transformation in the rural neighbourhood through its ideal of loving service flowing from the heart of Jesus.

## **OUR MOTTO**

“AD OMNE OPUS BONUM INSTRUCTI” is the motto of our college. It means “ready (to be instructed) for every good work” or “every noble task will find him/her ready for it”.

## **OUR VISION**

We, the community of Sacred Heart College, inspired by the love of the Heart of Jesus and fundamental human values, following the educative system of Don Bosco, are committed to the creation of an education that promotes an ethical and prosperous society where equality, freedom and fraternity reign by imparting higher education to poor and rural youth, enabling them towards integral human development.

## **OUR MISSION**

### **In the field of Higher Education, we are committed to**

academic excellence,  
socially relevant research,  
courses leading to employment and Entrepreneurship,  
healthy standards in extra-curricular practices  
and continuous progress of the institution,  
and promoting total literacy, education and  
development of the neighbourhood.

### **Socially, we work towards**

serving preferentially the underprivileged and rural youth,  
educating them to social consciousness of  
rights and responsibilities,  
rooting out social evils and building communities.

### **Spiritually, we aim at**

integrating ethical, cultural and political values,  
developing a sense of the Divine presence in  
nature and in the human person,  
by means of group activities and personal  
guidance, in a family atmosphere.

In this way, we are **“Ready for Every Good Work”**

**(*ad omne opus bonum instructi*)** in collaboration with the  
government and people of goodwill, to create a society more  
worthy of humans.

### **OUR CORE VALUES**

1. Primacy of God
2. Honesty
3. Respect for all
4. Being responsible
5. Pursuit of excellence

## **OUR FOUNDER DON BOSCO**

Saint John Bosco (16<sup>th</sup> August 1815 – 31<sup>st</sup> January 1888), Known as Don Bosco, was an Italian Roman Catholic Priest, Educator and writer of the 19<sup>th</sup> century, who put into practice the convictions of his religion, dedicating his life to the betterment and education of disadvantaged youth. He believed education to be a “matter of the heart” based on reason, religion and loving kindness. His followers popularly known as Salesians continue his pedagogy of education throughout the world.

Don Bosco was a man of God and a man for others. He was a man of all times and all seasons. Don Bosco was a Father and a Teacher of the youth. He was a person whose life was full of faith in the goodness of young people.

Don Bosco was from a poor farming family, where his experience of poverty equipped him with an understanding of the poor and the hardships they had to suffer. He knew what it was like to be without a father. He realized how important it was to be skilled in a trade so as to be able to find work; how vulnerable a young worker was to exploitation and how much exposed one was to moral dangers and the vices of drink, sex, gambling and stealing.

He developed an educational system which is also a spirituality based on reason, religion and kindness. Friendship was key to his success. “it is not sufficient to love the young, they must know that they are loved.” This was the basis of Don Bosco’s success. It is only when the young feel loved that they can grow.

Don Bosco’s Youthful optimism and Cheerfulness are very relevant even today. “He took no step, he said no word, he took up no task that was not directed to the saving of the young.”

Even after 125 years after his death his followers continue his work with eagerness and faithfulness. The one principle that guides them still is the same principle that guided Don Bosco: “That you are young is enough to make me love you very much.”

## **A BRIEF HISTORY**

Very Rev. Fr. Joseph Carreno SDB, a far-sighted missionary from Spain founded Sacred Heart College in the year 1951. It started functioning with 10 teachers and 81 students and in a period of seven decades, it has grown into a postgraduate and research institution. With the view to cater to the needs of the deserving local students, the college also offers undergraduate programmes and postgraduate programmes aided and self-financing mode.

Recognizing its academic contributions, the University of Madras conferred the autonomous status on the postgraduate programmes of MSW (Social Work) and M.Sc. (Mathematics) from the academic year 1987-88. Subsequently, in the year 1988-89, autonomous status was conferred on the postgraduate programme of M.A. (Economics) and on all the undergraduate programmes. Meanwhile the Evening College affiliated to University of Madras, was functioning in the non-autonomous mode. The College received the approval from AICTE (All India Council for Technical Education) to commence MCA programme on self-financing basis from the academic year 1998-99.

In the same year, the College was accredited for the first time by NAAC with Four Stars. In 2000, the College initiated evening study centres for the poor students in different villages around Tirupattur. The economically poor students were chosen to teach in these study centres and they were given work-scholarships. The golden jubilee of the College was celebrated in 2001 and a memorial building was opened to accommodate additional departments which were started. In 2003, the Madras University was bifurcated and Sacred Heart College came under the Thiruvalluvar University. In the same year, Amalgam hostel was started to accommodate the post graduate girl students in the campus.

In 2006, NAAC reaccredited the College with 'A' Grade. 'Guezou Hostel' for men was inaugurated to accommodate the increasing number of men students. In 2007 Autonomous Status was conferred on to the entire College and the College opened itself to admit girl students in UG programmes. In 2008, the Choice Based Credit System (CBCS) was introduced. Besides these many UG, PG and Research programmes were introduced from 2008-2010. In 2011 AICTE approved MBA programme was instituted. The Diamond Jubilee building was dedicated exclusively for the AICTE programmes of MBA and

MCA. In 2012, the College focused itself on research and a research centre was created and it was named as Abraham Panampara Research Centre (APRC). In 2013, the College was once again accredited by NAAC (3<sup>rd</sup> Cycle) with 'A' Grade. From the year 2015, digitalization of administration began and it is very successful mainly due to the in-house development of softwares.

The year 2016 saw a new entrance and a well-furnished new building (Bicentenary Building) to accommodate more number of departments. In the same year restructuring of all the programmes were done after a long process of consultation and academic audit of all departments. In 2017, the Ministry of Human Resource Development, Government of India has ranked our College as 95<sup>th</sup> College in India. Over these years the College included additional degree programmes and diploma programmes to provide quality education to more young people. As we see the College undertook a forward march and never turned back. We continue to march together with our staff and students towards excellence. The College made a significant progress from A to A+ Grade (CGPA of 3.31/4) in the 4<sup>th</sup> Cycle of NAAC accreditation under Revised accreditation Framework in January 2019.

### **Don Bosco System of Education**

The pedagogy of Don Bosco may be re-named for our times as the 'pedagogy of expression' because it is a system of education that is designed to enable a student to grow fully and freely into the kind of person he or she is 'meant' to be. Don Bosco himself called his educative method 'the preventive system' – a name he chose to contrast it with the 'repressive system' in vogue during his time. The latter was a type of education that used fear of punishment as the basis for control. In contrast, Don Bosco's preventive method would seek to 'prevent' the very need for punishment by placing the child in an environment in which he/she is encouraged to choose the 'good' rather than the 'bad'. In positive terms, this environment would create a healthy, congenial and friendly atmosphere in order to elicit the *best* that a student can offer – his/her complete self-expression.

The *roots* or the invisible principles of Don Bosco's 'system of expression' are 'Rapport', 'Religion' and 'Reason', while the trunk or visible body of this educational method is 'Presence'. These are the four principles of his educational system.

This 'presence' of the teacher in the life of the student is the epitome of Don Bosco's educative system. For rapport, religion



and reason to be truly lived out with one's students, teachers have to be present in a way that is qualitative. This calls for a type of presence that has the following characteristics:

**1. A Motivating Presence:** One that infuses enthusiasm, encouragement and optimism. The presence of the educator infuses in the child a thirst for knowledge through the tactful use of queries, experiments, and exposure to new and educative environments.

**2. A Personal Presence:** The presence of the teacher is such that each child feels known, loved and accepted. This is all the more essential when relating to children having different levels of intelligence who are weak, differently abled and underprivileged.

**3. An Incarnational Presence:** As explained under the section on 'rapport', loving what your students love or 'getting under their skin' has an important purpose: seeing the world through their eyes will make them want to experience the world and the values you live by.

**4. A Creative Presence:** That is open to the joy of discovery. Life is too rich, too precious, too varied to be experienced between the fine print of cold textbooks or within the walls of classrooms. Being open to discovery means being ready to try new ways, new solutions and new ideas. Risk is a necessary ingredient of all creative learning.

**5. A Preventive and Corrective Presence:** Students are prone to forget rules. Being there with them would help prevent exposure to harm. Furthermore, timely reminders do help. But these reminders must be respectful of the offender. A presence that instil's fear and punishment does more harm than good. In his letter to his Salesians, Don Bosco advised:

*"My sons, how often in my long career has this great truth come home to me! It is so much easier to get angry than to be patient, to threaten children rather than persuade them. I would even say that usually it is so much more convenient for our own impatience and pride to punish them than to correct them patiently with firmness and gentleness."* (Letters of John Bosco, 201)

## OUR MILESTONES

Year	Milestones
1951	Founded by Rev. Fr. Joseph Carreno SDB, Establishment of the College, Intermediate & PUC - Madras University
1954	B.Sc., Mathematics
1956	B.A., Economics
1957	Rinaldi Hostel
1961	B.Sc., Chemistry
1968	B.Sc., Physics
1971	Jyoti Nivas Hostel & Literary Club
1972	B.Com.,
1976	Silver Jubilee of the College & Tirupattur Rural Project
1979	M.S.W. & Murphy Hostel
1980	M.Sc., Mathematics & Don Bosco Indoor Stadium
1986	M.A., Economics, B.Com., (Shift-II) & DB Centre of Education
1987	Autonomy Status by UGC (M.Sc., Mathematics & Social Work)
1988	B.Sc., Computer Science & Bosco Institute of Social Work
1989	Dept. of Religion and Ethics & Guezou Computer Centre
1991	PGDCSA, IGNOU Study Centre & B.Sc., Mathematics (Shift-II)
1992	M.Phil., / Ph.D. Economics & PG Girls Admission
1993	B.Sc., Physics (Shift-II)
1995	BIRD Programme (Extension Education)
1996	Panampara Hostel
1997	Amalagam Hostel for Women Extension of Autonomy for Five Academic Years
1998	M.C.A. with AICTE Approval & B.Sc., Computer Science (Shift-II)
1999	Accreditation by NAAC with Four Stars & SAGES (Counselling)
2000	CFCA Scholarship, Ph.D. Social Work & Mathematics
Year	Milestones

2001	M.Sc., Physics, Chemistry & Golden Jubilee of the College
2002	Golden Jubilee Building, M.Com., M.Phil., Mathematics, College Canteen, Presence of Catholic Syrian Bank, Book Shop & Shopping Complex
2003	College Affiliated to Thiruvalluvar University - Vellore & Amalagam Annexure Extension of Autonomy for Next Five Academic Years
2004	M.A., Tamil & B.B.A.
2005	B.Sc., Biochemistry, M.Sc., ., Computer Science
2006	NAAC Reaccredited the College with 'A' Grade, Guezou Hostel & Academic Audit
2007	Autonomous Status to the entire College M.Phil., Commerce, Physics, Social Work & Women Students admitted at UG level
2008	M.Phil., Chemistry & Introduction of Choice Based Credit System
2009	B.A., English (Shift - II) ., Tamil
2010	Installation of New Controller of Examinations Office at Golden Jubilee Block, Study & Rest room for Day's scholars
2011	AICTE approved M.B.A., Ph.D. Tamil, Commerce Physics, Chemistry, B.C.A., M.A., English, St.John Bosco's Relic visited the College & Diamond Jubilee of the College John Med Block (Diamond Jubilee Building)
2012	Establishment of Abraham Panampara Research Centre (APRC)
2013	Accredited by NAAC (3 <sup>rd</sup> Cycle) with 'A' Grade (3.43), B.Com., (CA) Shift-II, Ph.D. Computer Science, M.Phil., English, M.C.A. Later Entry & Choice Based Credit System (Revised) Extension of Autonomy for Next Five Academic Years
2014	B.A., Tamil (Shift-II), B.Sc., Chemistry Additional Section, M.Sc., Software Technology, M.Sc., Biochemistry, M.Sc., Counselling Psychology, M.Phil., Management & Computer Applications

Year	Milestones
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2015	College Office Extension, M.Sc. Mathematics Additional Section, B.A., English Additional Section, Biochemistry Lab, CCTV Enabled Campus, Digitalization of Administration & Academic Audit
2016	Bicentenary Building & Renovated Main Gate Lapsed seats approval to M.C.A. by Thiruvalluvar University & Inauguration of Skill Centre
2017	Ministry of Human Resource Development, Government of India has ranked our college as 95 <sup>th</sup> College in India B.Sc., Microbiology, M.Phil., Biochemistry Ph.D. - Management, Biochemistry Diploma in Medical Laboratory Technology (PGDMLT) Diploma in Human Resources Management (PGDHRM) Diploma in Import and Export Management (PGDIEM) Diploma in Logistics Management (PGDLM) Choice Based Credit System (Revised)
2018	Sports Hostel Guest Rooms Extension of Ladies Toilet Renovation of Chemistry Lab Girls Hostel for UG (Mazzarello Home) FIST (Fund for Improvement of Science and Technology)
2019	Accredited by NAAC (4 <sup>th</sup> Cycle - under RAF) with CGPA of 3.31/4 at 'A+' Grade B.A., History Ph.D. English & Counselling Psychology Sports Indoor Stadium Renovated & Extended Common Dinning Hall AARM (Academic for Advanced Research in Mathematics Society)
2020	Educational World – Ranking 2020 – 17 <sup>th</sup> Rank at India Level & 5 <sup>th</sup> Rank in Tamil Nadu NIRF 2020 - Rank Band Between 151 – 200 Gyan Caste Live Interactive Services – Achieved the Top 10 College in Tamil Nadu

Year	Milestones
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2021	Extension of Autonomy for Next Five Academic Years B.Sc. Psychology, M.Sc., Applied Microbiology and Lab Postgraduate Diploma in Cyber Security and Postgraduate Diploma in Data Science Education World Ranking-19 <sup>th</sup> Place among Autonomous Colleges 7 <sup>th</sup> place in Tamil Nadu Mother Teresa 100% Scholarship for SC/ST and Dalit Christians Fr. P.M. Thomas 100% Scholarship Orphans Carlo's Media Centre
2022	M.S.W. (HR)* Diploma in Civil Aviation Management * Second Floor Over AKRC (Additional Class Rooms) Second Floor Over Social Work Building

**OUR PROGRAMMES**  
**UNDER GRADUATE PROGRAMMES**

<b>Programmes</b>	<b>Major</b>	<b>Allied Courses</b>	<b>Mode</b>
B.A.,	Tamil	jkpof tuyhWk; gz;ghLk; & gad;ghLj; jkpo; kw;Wk; fzpdf;fiy	Self-financing
B.A.,	English	The History of English Literature & The Social History of England	Self-financing
B.A.,	Economics	History, Politics & Accountancy	Aided
B.A.,	History	Principles of Tourism & Principles of Public Administration	Self-financing
B.Com.	Commerce	Economics & Business Mathematics	Aided / Self-financing
B.Com (CA)	Computer Applications	Entrepreneurial Development & Elements of Insurance	Self-financing
B.B.A.	Business Administration	Accounting for Management Business Statistics & Operations Research	Self-financing
B.Sc.,	Mathematics	Physics & Chemistry	Aided / Self-financing
B.Sc.,	Physics	Mathematics & Chemistry	Aided / Self-financing
B.Sc.,	Chemistry	Mathematics & Physics	Aided / Self-financing
B.Sc.,	Computer Science	Mathematics & Physics	Aided / Self-financing
B.Sc.,	Biochemistry	Chemistry & Biostatistics	Self-financing
B.Sc.,	Microbiology	Biochemistry & Biostatistics	Self-financing
B.C.A.	Computer Applications	Mathematical Foundations & Financial Accounting	Self-financing

<b>Programmes</b>	<b>Major</b>	<b>Allied Courses</b>	<b>Mode</b>
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B.Sc.,	Psychology	Principles of Management	Self-financing
		Statistics in Psychology	

### PG DIPLOMA PROGRAMMES

Diploma in Computer Software Applications (PGDCSA)

Diploma in Medical Laboratory Technology (PGDMLT)

Diploma in Human Resources Management (PGDHRM)

Diploma in Import and Export Management (PGDIEM)

Diploma in Logistics Management (PGDLM)

Diploma in Cyber Security (PGDCS)

Diploma in Data Science (PGDDS)

**Diploma in Civil Aviation Management (PGDCAM)\***

### POST GRADUATE PROGRAMMES

Programmes	Major	Mode
M.A.,	Tamil	Self-financing
M.A.,	English	Self-financing
M.A.,	Economics	Aided
M.Com.	Commerce	Self-financing
M.S.W.	Human Resource Management	Aided
	Community Development	
	Youth Development	
<b>M.S.W.</b>	<b>Human Resource</b>	<b>Self-financing</b>
M.B.A.	Business Administration	Self-financing
M.Sc.,	Mathematics	Aided / Self-financing
M.Sc.,	Physics	Self-financing
M.Sc.,	Chemistry	Self-financing
M.Sc.,	Computer Science	Self-financing
M.Sc.,	Biochemistry	Self-financing
M.Sc.,	Counselling Psychology	Self-financing
M.C.A.	Computer Applications	Self-financing
M.Sc.,	Applied Microbiology	Self-financing

### RESEARCH PROGRAMMES

<b>Programmes</b>	<b>Major</b>
Ph.D.	Tamil, English, Economics, Commerce, Social Work, Management, Mathematics, Physics, Chemistry, Computer Science, Biochemistry, Counselling Psychology

### **OUR FORMER SECRETARIES**

<b>Name of Secretary</b>	<b>Year</b>
Fr. John Med † 2011	1946 - 1955
Fr. Louis Di Fiore † 1980	1955 - 1961
Fr. Hugh Tuena † 1966	1961 - 1966
Fr. Joseph Murphy † 1971	1966 - 1971
Fr. Maria Arul † 2004	1972 - 1973
Fr. Joseph Comandu † 2005	1973 - 1976
Fr. Abraham Panampara † 2012	1976 - 1980
Fr. Thomas Pazheparampil † 2006	1980 - 1986
	1991 - 1993
Fr. Ittyachen Manjil † 2008	1986 - 1988
Fr. John Nedumpuram † 2007	1988 - 1989
Fr. Stephen Kunchrekatt † 2020	1989 - 1991
Fr. Joseph Puthenkalam	1993 - 1994
Fr. Vincent Durairaj † 2021	1994 - 2000
Fr. Varghese Choorakal	2000 - 2003
Fr. Maria Arokiam Kanaga	2003 - 2008
Fr. Jose Kochamkunnel	2008 - 2014
Fr. Anthonyraj Chinnapan	2014 - 2020
Fr. John Alexander	2020 -



## OUR FORMER PRINCIPALS

Name of Principal	Year
Fr. John Med † 2011	1951 - 1954
Fr. Joseph Murphy † 1971	1954 - 1962
Fr. Vladimir Ondrassek † 1977	1962 - 1964
Fr. Louis Mc Guire	1964 - 1967
Fr. Abraham Panampara † 2012	1967 - 1973
	1977 - 1983
Rev. Dr. George Palakapillil	1973 - 1977
	1983 - 1994
Rev. Dr. Soundararaj Periyanyagam † 2020	1994 - 2000
Rev. Dr. Stanislaus Swaminathan	2000 - 2003
Rev. Dr. Varghese Choorackal	2003 - 2006
	2013 - 2015
Rev. Dr. Anthonyraj Chinnapan	2006 - 2010
Rev. Dr. Mariasusai Adaikalasamy	2010 - 2013
Rev. Dr. D. Maria Antony Raj	2015 -

## OUR ADMINISTRATION BOARD OF MANAGEMENT

Rev. Fr. K.M. Jose	Chairman
Rev. Dr. John Alexander	Vice Chairman
Rev. Dr. D. Maria Antony Raj	Principal
Rev. Dr. K.A. Maria Arokiaraj	Additional Principal (Shift - II)
Rev. Dr. G. Theophil Anand	Vice Principal (Admin. Shift - I)
Rev. Dr. S. John Borg	Controller of Examinations
Rev. Fr. S. Henry Daniel Ambrose	Director, Extension Education & Services

### Members Nominated by the Chairman

Rev. Fr. T. Sathinathan	Administrator
Rev. Dr. D. Shanmugam	Vice Principal (Admin. Shift - II)
Rev. Fr. J. Andrews Raja	Head, Dept. of Social Work

## GOVERNING BODY

### Ex-Officio Member Secretary

Rev. Dr. D. Maria Antony Raj, Principal

### Management Representatives

Rev. Fr. K.M. Jose  
Rev. Dr. John Alexander  
Rev. Dr. K.A. Maria Arokiaraj  
Rev. Dr. G. Theophil Anand  
Rev. Dr. D. Shanmugam

### Teachers Representatives

Dr. S.R. Xavier Rajarathinam  
Dr. A. George Maria Selvam

### Outstanding Educationists (2021 to 2023)

Rev. Dr. Arockiasamy Xavier, SJ  
Principal, St. Joseph's College Tiruchirappalli - 620 002

### UGC Nominee

Dr. Sachin Sharma, Principal,  
Sanskar College of Professional Studies,  
Indore-452005, Madhya Pradesh

### State Government Nominee

The Joint Director of Collegiate Education, Vellore - 632 006

### University Nominee (21.06.2022 to 20.06.2025)

Dr. J. Madhavan, Member-Syndicate, TVU  
Associate Professor, Dept. of Chemistry  
Thiruvalluvar University, Serkkadu, Vellore - 632 115

## ACADEMIC COUNCIL

Chairman : Rev. Dr. D. Maria Antony Raj  
Controller of Examinations : **Rev. Dr. S. John Borg**

### **Heads of the Departments**

Life Education : Rev. Dr. John Alexander  
Tamil (Part-I) : Dr. P. Selvakumar  
Tamil (Literature UG & PG) : Dr. P. Balasubramanian  
English (Part-II) : Mr. N. Arul Doss  
English (Literature) : Mrs. J. Mary Jenif  
English (PG) : Rev. Dr. K.A. Maria Arokiaraj  
Economics (UG) : Dr. J. Jacob Stanley Inbaraj  
Economics (PG) : Dr. A. Xavier Susairaj  
History : Dr. D. Leslin  
Commerce (UG) : Dr. K.A. Maria John Joseph  
Commerce (PG) : Dr. K. Anbalagan  
Commerce (CA) : Dr. P. Saravanan  
Business Administration : Mr. R. Veerappan  
M.S.W. : Rev. Fr. J. Andrews Raja  
**M.S.W. (HR)** : **Mrs. E. Lisa**  
M.B.A. : Dr. S. Sasi Kumar  
Mathematics (UG) : Dr. R. Murali  
Mathematics (PG) : Dr. A. George Maria Selvam  
Physics (UG) : Dr. A. Albert Irudayaraj  
Physics (PG) : Dr. M. Jose  
Chemistry (UG) : Dr. S.R. Xavier Rajarathinam  
Chemistry (PG) : Dr. V. Collins Arun Prakash  
Computer Science (UG) : Dr. L. Ravi  
Computer Science (PG) : **Mrs. M. Poovizhi**  
Biochemistry (UG) : Dr. A. Jayaprakash  
Biochemistry (PG) : Dr. A.C. Gomathi  
Microbiology & Applied Microbiology : Dr. P. Saranraj  
Computer Applications (UG) : Mr. A. John Martin  
Psychology & Counselling Psychology : Rev. Dr. I. Joe Sanjay OFM Cap  
M.C.A. : Dr. A. George Louis Raja  
Physical Education : **Dr. A. Bento Devaraj**  
College Librarian : Mr. M. Selvam  
Co-opted Member : Mrs. A. Josephine Sahaya Mala  
Office Superintendent : Mr. S. Gnanapragasam

### **Teacher Representatives (From 2022-23)**

**Dr. P. Manoharan, Associate Professor**

**Dr. K. Arockiaraj, Assistant Professor**

### **Outstanding Experts (19.09.2020 to 09.09.2023)**

Dr. F. Sagayaraj Francis, Professor,  
Department of Computer Science & Engineering

Pondicherry Engineering College, Puducherry - 605 014

Dr. Bushan D. Sudhakar, Professor & Head  
Dept. of International Business School of Management  
Pondicherry University, Puducherry - 605 014

Dr. K. Srinivasan, Associate Professor  
School of Chemistry  
Bharathidasan University, Tiruchrappalli – 620024

Dr. Charles Lasrado SJ (22.09.2021 to 21.09.2024)  
Principal  
St. Joseph's College of Commerce  
163 Brigade Road, Bengaluru – 560025

**University Nominees (19.05.2022 to 18.05.2024)**

**Dr. C. Dhandapani,**  
Member - Syndicate,  
Dean (CDC) i/c, Professor,  
Department of Economics,  
Thiruvalluvar University, Serkkadu, Vellore – 632 115.

**Dr. M. Chitra,** Professor and Head,  
Department of Mathematics,  
Thiruvalluvar University, Serkkadu, Vellore – 632 115.

**Dr. M. Chandran,** Professor,  
Department of Zoology,  
Thiruvalluvar University, Serkkadu, Vellore – 632 115.

**Faculty Nominated by the Principal**

Dr. A. George Louis Raja

**FINANCE COMMITTEE**

Rector	:	Rev. Dr. John Alexander
Principal - Chairman	:	Rev. Dr. D. Maria Antony Raj
Additional Principal	:	Rev. Dr. K.A. Maria Arokiaraj
Nominated by the		
Governing Body	:	Rev. Fr. T. Sathinathan
Senior Staff	:	Dr. S.R. Xavier Rajarathinam
Office Superintendent	:	Mr. S. Gnanapragasam

## COLLEGE COUNCIL

Principal	: Rev. Dr. D. Maria Antony Raj
Additional Principal	: Rev. Dr. K.A. Maria Arokiaraj
Vice Principal (Shift-I)	: Rev. Dr. G. Theophil Anand
Vice Principal (Shift-II)	: Rev. Dr. D. Shanmugam

### Heads of the Departments

Life Education	: Rev. Dr. John Alexander
Tamil (Part-I)	: Dr. P. Selvakumar
Tamil (Literature UG & PG)	: Dr. P. Balasubramanian
English (Part-II)	: Mr. N. Arul Doss
English (Literature)	: Mrs. J. Mary Jenif
English (PG)	: Rev. Dr. K.A. Maria Arokiaraj
Economics (UG)	: Dr. J. Jacob Stanley Inbaraj
Economics (PG)	: Dr. A. Xavier Susairaj
History	: Dr. D. Leslin
Commerce (UG)	: Dr. K.A. Maria John Joseph
Commerce (UG Shift-II)	: Dr. G. Devi
Commerce (PG)	: Dr. K. Anbalagan
Commerce (CA)	: Dr. P. Saravanan
Business Administration	: Mr. R. Veerappan
M.S.W.	: Rev. Fr. J. Andrews Raja
M.S.W. (HR)	: Mrs. E. Lisa
M.B.A.	: Dr. S. Sasi Kumar
Mathematics (UG)	: Dr. R. Murali
Mathematics (PG)	: Dr. A. George Maria Selvam
Mathematics (UG Shift-II)	: Ms. S. Savitha
Mathematics (PG Shift-II)	: Dr. S.U. Vasanthakumar
Physics (UG)	: Dr. A. Albert Irudayaraj
Physics (UG Shift-II)	: Mr. C. Thirupathy
Physics (PG)	: Dr. M. Jose
Chemistry (UG)	: Dr. S.R. Xavier Rajarathinam
Chemistry (UG Shift-II)	: Dr. A. Arokia Nepolean Raj
Chemistry (PG)	: Dr. V. Collins Arun Prakash
Computer Science (UG)	: Dr. L. Ravi
Computer Science (UG Shift-II)	: Mrs. A. Josephine Sahaya Mala
Computer Science (PG)	: Mrs. M. Poovizhi
Biochemistry (UG)	: Dr. A. Jayaprakash
Biochemistry (PG)	: Dr. A.C. Gomathi
Microbiology & Applied Microbiology	: Dr. P. Saranraj
Computer Applications (UG)	: Mr. A. John Martin
Psychology & Counselling Psychology	: Rev. Dr. I. Joe Sanjay OFM Cap
M.C.A.	: Dr. A. George Louis Raja
Physical Education	: Dr. A. Bento Devaraj
College Librarian	: Mr. M. Selvam

Office Superintendent : Mr. S. Gnanapragasam

**Ph. D.**

Tamil : Dr. P. Selvakumar  
English : Rev. Dr. K.A. Maria Arokiaraj  
Economics : Dr. A. Xavier Susairaj  
Commerce : Dr. K.A. Maria John Joseph  
Social Work : Dr. C.R. Christi Anandan  
Management : Dr. S. Sasikumar  
Mathematics : Dr. A. George Maria Selvam  
Physics : Dr. A. Albert Irudayaraj  
Chemistry : Dr. S.R. Xavier Rajarathinam  
Computer Science : Dr. L. Ravi  
Biochemistry : Dr. A. Jayaprakash  
Counselling Psychology : Rev.Dr.I.Joe Sanjay OFM Cap

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Chairperson : Rev. Dr. D. Maria Antony Raj  
Principal  
Management Representative : Rev. Dr. K.A. Maria Arokiaraj  
Additional Principal  
Management Representative : **Rev. Dr. G. Theophil Anand**  
Vice Principal (Shift-I)  
Management Representative : **Rev. Dr. S. John Borg, COE**  
IQAC Coordinator : **Dr. V. Collins Arun Prakash**  
Member : Dr. S.R. Xavier Rajarathinam  
Member : Dr. A. George Maria Selvam  
Member : Dr. L. Ravi  
Member : **Dr. S. Sagayaraj**  
Member : Dr. M. Maria Dominic  
Member : Dr. A. George Louis Raja  
Member : Dr. P. Selvakumar  
Member : Dr. K. Arockiaraj  
Member : **Dr. A. Merceline Anita**  
Member : **Dr. M. Nahren Manuel**  
Member : Mrs. J. Mary Jenif  
Member : Dr. S.U. Vasanthakumar  
Member : Dr. S.A. Martin Britto Dhas  
Member : Dr. S. Hariharan  
Member : Dr. P. Saranraj  
Member : Dr. Clayton Michael Fonceca  
Administrative Officer : Mr. S. Gnanapragasam  
Alumni Representative : Dr. F. Sagayaraj Francis  
Professor  
Dept. of Computer Science &

	Engg. Pondicherry Engineering College Puducherry - 605 614
Nominee from Local Society	: Mrs. Agila Ezhilarasan Ezhil Constructions Tirupattur - 635 601
Nominee from Industrialist	: Dr. V. Raghukumar, Ph.D. Lead Investigator Syngene International Ltd, Biocon Park, Plot No. 2 & 3 Bommasandra IV Phase, Jigani Link Road Bengaluru - 560 099
Student Representative	: <b>Fr. K. Nidhin George</b>
Secretary to IQAC Coordinator	: Mrs. S. Sasireka

### **CURRICULUM DEVELOPMENT CELL**

Chairman	: Rev. Dr. D. Maria Antony Raj
Controller of Examinations	: <b>Rev. Dr. S. John Borg</b>
<b>Heads of the Departments</b>	
Life Education	: Rev. Dr. John Alexander
Tamil (Part-I)	: Dr. P. Selvakumar
Tamil (Literature UG & PG)	: Dr. P. Balasubramanian
English (Part-II)	: Mr. N. Arul Doss
English (Literature)	: Mrs. J. Mary Jenif
English (PG)	: Rev. Dr. K.A. Maria Arokiaraj
Economics (UG)	: Dr. J. Jacob Stanley Inbaraj
Economics (PG)	: Dr. A. Xavier Susairaj
History	: Dr. D. Leslin
Commerce (UG)	: Dr. K.A. Maria John Joseph
Commerce (PG)	: Dr. K. Anbalagan
Commerce (CA)	: Dr. P. Saravanan
Business Administration	: Mr. R. Veerappan
M.S.W.	: Rev. Fr. J. Andrews Raja
<b>M.S.W. (HR)</b>	: <b>Mrs. E. Lisa</b>
M.B.A.	: Dr. S. Sasi Kumar
Mathematics (UG)	: Dr. R. Murali
Mathematics (PG)	: Dr. A. George Maria Selvam
Physics (UG)	: Dr. A. Albert Irudayaraj
Physics (PG)	: Dr. M. Jose
Chemistry (UG)	: Dr. S.R. Xavier Rajarathinam
Chemistry (PG)	: Dr. V. Collins Arun Prakash
Computer Science (UG)	: Dr. L. Ravi
Computer Science (PG)	: <b>Mrs. M. Poovizhi</b>

Biochemistry (UG)	: Dr. A. Jayaprakash
Biochemistry (PG)	: Dr. A.C. Gomathi
Microbiology & Applied Microbiology	: Dr. P. Saranraj
Computer Applications (UG)	: Mr. A. John Martin
Psychology & Counselling Psychology	: Rev. Dr.I.Joe Sanjay OFM Cap
M.C.A.	: Dr. A. George Louis Raja
Physical Education	: <b>Dr. A. Bento Devaraj</b>
College Librarian	: Mr. M. Selvam
Co-opted Member	: Mrs. A. Josephine Sahaya Mala
Office Superintendent	: Mr. S. Gnanapragasam

### **EDUCATIVE PASTORAL CORE COUNCIL (EPCC)**

Secretary	: Rev. Dr. John Alexander
Principal	: Rev. Dr. D. Maria Antony Raj
Additional Principal	: Rev. Dr. K.A. Maria Arokiaraj
Vice Principal (Admin. Shift-I)	: <b>Rev. Dr. G. Theophil Anand</b>
Vice Principal (Admin. Shift-II)	: <b>Rev. Dr. D. Shanmugam</b>
Director, Extension Education and Service:	Rev. Fr.S.Henry Daniel Ambrose
Campus Minister	: Rev. Dr. Gandhi Kallarasan
Vice Principal (Academics Shift-I)	: Dr. S.R. Xavier Rajarathinam
Vice Principal (Academics Shift-II)	: Mrs. A. Josephine Sahaya Mala
Dean (Shift-I)	: Dr. A. Albert Irudayaraj
<b>Associate Dean(Shift-I)</b>	: <b>Mr. R. Veerappan</b>
<b>Associate Dean(Shift-I)</b>	: <b>Dr. S. Kalaiaras</b>
<b>Associate Dean(Shift-I)</b>	: <b>Dr. A. Poongothai</b>
Dean for Women Students (S-I)	: Dr. A. Merceline Anita
Dean (Shift-II)	: <b>Dr. B. Govindan</b>
<b>Associate Dean(Shift-II)</b>	: <b>Mr. D. Rajkumar</b>
<b>Associate Dean(Shift-II)</b>	: <b>Mrs. C. Dharma Devi</b>
Dean for Women Students (S-II)	: <b>Dr. M. Sarala Devi</b>
Dean - (AICTE)	: Dr. J. Sasiganth
Dean Women Students (AICTE)	: Dr. R. Arockia Mary
Director Rep. of Hostel	: Rev. Sr. Anthoniammal
Director of Training and Placement	: Rev. Fr. Andrews Raja
Psychological Counsellor	: Miss. M. Latha Munusamy

### **HUMAN RESOURCE DEVELOPMENT CELL (HRDC)**

Secretary	: Rev. Dr. John Alexander
Principal	: Rev. Dr. D. Maria Antony Raj
Additional Principal	: Rev. Dr. K.A. Maria Arokiaraj
Vice Principal (Academics)	: Dr. S.R. Xavier Rajarathinam
Vice Principal (Academics)	: Mrs. A. Josephine Sahaya Mala
HRDC Coordinator	: Rev. Fr. Andrews Raja
IQAC Coordinator	: <b>Dr. V. Collins Arun Prakash</b>
Member	: Rev. Fr. Adukanil Matthew



## PROJECT MONITORING COMMITTEE

Principal	:	Rev. Dr. D. Maria Antony Raj
Dean Research	:	Dr. M. Nahren Manuel
Assistant Dean - Research	:	Dr. R. Jude Vimal Michael
Member	:	Dr. A. Albert Irudayaraj
Member	:	Dr. K. Parthibaraja
Member	:	Dr. I. Niyas Ahamed
Member	:	Dr. Clayton Michael Fonceca
Project Officer	:	

## PLANNING & EVALUATION COMMITTEE

Secretary	:	Rev. Dr. John Alexander
Principal	:	Rev. Dr. D. Maria Antony Raj
Additional Principal	:	Rev. Dr. K.A. Maria Arokiaraj
Vice Principal (Admin. Shift-I)	:	Rev. Dr. G. Theophil Anand
Vice Principal (Admin. Shift-II)	:	Rev. Dr. D. Shanmugam
Vice Principal (Academics Shift-I)	:	Dr. S.R. Xavier Rajarathinam
Vice Principal (Academics Shift-II)	:	Mrs. A. Josephine Sahaya Mala
Dean (Shift-I)	:	Dr. A. Albert Irudayaraj
Dean (Shift-II)	:	Dr. B. Govindan
Dean (AICTE)	:	Dr. J. Sasiganth

## ADMISSION COMMITTEE

Principal	:	Rev. Dr. D. Maria Antony Raj
Additional Principal	:	Rev. Dr. K.A. Maria Arokiaraj
Vice Principal (Admin. Shift-I)	:	Rev. Dr. G. Theophil Anand
Vice Principal (Admin. Shift-II)	:	Rev. Dr. D. Shanmugam
Vice Principal (Academics Shift-I)	:	Dr. S.R. Xavier Rajarathinam
Vice Principal (Academics Shift-II)	:	Mrs. A. Josephine Sahaya Mala
Staff Representative	:	Dr. P. Selvakumar

## RESEARCH FORUM

Dean Research	:	Dr. M. Nahren Manuel
Assistant Dean - Research	:	Dr. R. Jude Vimal Michael
Tamil	:	Dr. A. Muthaiyan
English	:	Dr. D. Joy Christina
	:	Dr. P. Helan Hema
Economics	:	Dr. R. Kurinji Malar
History	:	Dr. R. Govindaraj
Commerce	:	Dr. G. Prakash Raj
	:	Mr. S. Karthik
Commerce (CA)	:	Dr. D. Valarmathi
Business Administration	:	Dr. A. Arockia Mary
M.S.W.	:	

M.B.A.	: Dr. J. Sasiganth
Mathematics	: Dr. S. Kalaiarasi
	: Dr. T.G. Gerly
Physics	: Dr. M. Jose
	: Dr. S. John Sundaram
Chemistry	: Dr. M. Nahren Manuel
	: Dr. C. Jayakumar
Computer Science	: Dr. S. Sagayaraj
Biochemistry	: Dr. K. Prabu
Microbiology & Applied Microbiology	: Mr. K. Vijay
Computer Applications (UG)	: Mr. V.S. Jayakumar Paul Bosco
M.C.A.	: Dr. S. Anthony Philomen Raj
M.Sc., Computer Science	: Dr. A. Mekala
Psychology & Counselling Psychology	: Mr. S. Arul Prabakaran

#### **CENTRE FOR INNOVATION AND BUSINESS INCUBATIONS (CIBI)**

Director	: Rev. Dr. G. Theophil Anand
Deputy Director	: Mr. F. Anbu
Members	: Dr. S.A. Martin Britto Dhas
	: Dr. R. Jude Vimal Michael
	: Dr. M. Nahren Manuel
	: Dr. I. Niyas Ahamed
	: Dr. P. Saranraj

#### **INTELLECTUAL PROPERTY RIGHT CELL (IPR CELL)**

Director	: Rev. Dr. D. Maria Antony Raj
Nodal Officer	: Dr. S.A. Martin Britto Dhas
Members	: Dr. A. Royal Edward Williams
	: Dr. V. Collins Arun Prakash
	: Dr. A. Prabu

#### **LIBRARY COMMITTEE**

Principal - Director of Library	: Rev. Dr. D. Maria Antony Raj
Additional Principal	: Rev. Dr. K.A. Maria Arokiaraj
Chief Librarian	: Mr. M. Selvam
Dean (Shift-I)	: Dr. A. Albert Irudayaraj
Associate Dean(Shift-I)	: Mr. R. Veerappan
Associate Dean(Shift-I)	: Dr. S. Kalaiarasi
Associate Dean(Shift-I)	: Dr. A. Poongothai
Dean (Shift-II)	: Dr. B. Govindan
Associate Dean(Shift-II)	: Mr. D. Rajkumar
Associate Dean(Shift-II)	: Mrs. C. Dharma Devi
Staff from Science (Shift-I)	: Dr. A. George Maria Selvam
Staff from Tamil (Shift-I)	: Dr. P. Selvakumar
Staff from Arts (Shift-I)	: Dr. J. Jacob Stanley Inbaraj

Staff from Science (Shift-II) : Dr. S.U. Vasanthakumar  
Staff from Tamil (Shift-II) : Dr. N. Cholan  
Staff from Arts (Shift-II) : Dr. K. Anbalagan  
Student (PG) :  
Student (UG, Arts/Commerce) :  
Student (UG, Science) :

### **EXAMINATION COMMITTEE**

Controller of Examinations : Rev. Dr. S. John Borg  
Vice Principal (Academics Shift-I) : Dr. S.R. Xavier Rajarathinam  
Vice Principal (Academics Shift-II) : Mrs. A. Josephine Sahaya Mala  
Staff Rep. - Science (Shift-I) : Dr. A. Albert Irudayaraj  
Staff Rep. - Science (Shift-II) : Dr. A.C. Gomathi  
Staff Rep. - Arts (Shift-I) : Dr. P. Selvakumar  
Staff Rep. - Arts (Shift-II) : Dr. S. Sasikumar  
Dean Research : Dr. M. Nahren Manuel  
Academic Council Secretary : Dr. A. George Louis Raja  
Rep. from Controller's Office : Mr. R. Srinivasan

### **JOURNAL COMMITTEE**

Dean Research : Dr. M. Nahren Manuel  
Assistant Dean - Research : Dr. R. Jude Vimal Michael  
Member : Dr. S. Sagayaraj  
Member : Dr. G. Britto Antony Xavier  
Member : Dr. A. Xavier Susairaj  
Member : Dr. P. Selvakumar  
Member : Dr. A. Dhayal Raj

### **STUDENTS WELFARE COMMITTEE (SHIFT-I)**

Vice Principal (Admin.) (Convener) : Rev. Dr. G. Theophil Anand  
Dean (Co-Convener) : Dr. A. Albert Irudayaraj  
Associate Dean(Shift-I) : Mr. R. Veerappan  
Associate Dean(Shift-I) : Dr. S. Kalaiaras  
Associate Dean(Shift-I) : Dr. A. Poongothai  
Class Students Representatives

### **STUDENTS WELFARE COMMITTEE (SHIFT-II)**

Vice Principal (Admin.) (Convener) : Rev. Dr. D. Shanmugam  
Dean (Co-Convener) : Dr. B. Govindan  
Associate Dean(Shift-II) : Mr. D. Rajkumar  
Associate Dean(Shift-II) : Mrs. C. Dharma Devi  
Class Students Representatives

### **STUDENTS FROM OTHER STATES & FOREIGN COUNTRIES WELFARE COMMITTEE**

Principal : Rev. Dr. D. Maria Antony Raj

Member	:	Rev. Fr. Antony Markus SJ
Member	:	Dr. A. George Louis Raja
Member	:	<b>Dr. F. Julian Xercies Rigley</b>
Member	:	Mr. M. Francis Arockiaraj
Project Officer	:	
Foreign Students Representatives:		

### **STAFF GRIEVANCE REDRESSAL COMMITTEE**

Secretary	:	Rev. Dr. John Alexander
Principal	:	Rev. Dr. D. Maria Antony Raj
Additional Principal	:	Rev. Dr. K.A. Maria Arokiaraj
Member	:	Dr. A. George Maria Selvam
Member	:	Dr. A. Xavier Susairaj
Member	:	Dr. S. Kalaiaras
Member	:	Dr. A.C. Gomathi

### **STUDENT'S GRIEVANCE REDRESSAL COMMITTEE**

Principal	:	Rev. Dr. D. Maria Antony Raj
Additional Principal	:	Rev. Dr. K.A. Maria Arokiaraj
Vice Principal (Admin. Shift-I)	:	<b>Rev. Dr. G. Theophil Anand</b>
Vice Principal (Admin. Shift-II)	:	<b>Rev. Dr. D. Shanmugam</b>
Vice Principal (Academics Shift-I)	:	Dr. S.R. Xavier Rajarathinam
Vice Principal (Academics Shift-II)	:	Mrs.A.Josephine Sahaya Mala
Dean (Shift-I)	:	Dr. A. Albert Irudayaraj
Dean (Shift-II)	:	<b>Dr. B. Govindan</b>
Physical Education (Shift-I)	:	<b>Dr. A. Bento Devaraj</b>
Physical Education (Shift-II)	:	Mr. C. Kaviarasu
College Librarian	:	Mr. M. Selvam
Office Superintendent	:	Mr. S. Gnanapragasam
Women Protection Cell	:	Dr. A. Merceline Anita
PG Students' Representative	:	
UG Students' Representative	:	
PG Women Students' Rep.	:	
UG Women Students' Rep.	:	

### **STUDENTS DISCIPLINARY COMMITTEE**

Principal	:	Rev. Dr. D. Maria Antony Raj
Additional Principal	:	Rev. Dr. K.A. Maria Arokiaraj
Vice Principal (Academics Shift-I)	:	Dr. S.R. Xavier Rajarathinam
Dean (Shift-I)	:	Dr. A. Albert Irudayaraj
Women Protection Cell	:	Dr. A. Merceline Anita
Women Staff Representative	:	Mrs. E. Lisa
Advocate	:	Mrs. P. Manimozhi, M.A., B.L.,

### **INTERNAL COMPLIANCE COMMITTEE (ICC)**

Presiding Officer	:	Dr. A. Merceline Anita
Faculty Member (Social Work)	:	Mrs. E. Lisa
Faculty Member (Social Work)	:	Miss M. Latha Munuswamy
Non-Teaching Employee	:	Mr. S. Gnanapragasam
Non-Teaching Employee	:	Mr. S. Francis Xavier
Member (Non-Govt. Organization)	:	Mr. S. Gnanapragasam
UG Student	:	
PG Student	:	
Research Scholar Student	:	

### **WOMEN'S GRIEVANCE CELL FOR PREVENTION OF SEXUAL HARASSMENT**

Principal	:	Rev. Dr. D. Maria Antony Raj
Member	:	Dr. S. Kalaiarasi
Member	:	Dr. A. Merceline Anita
Member	:	Dr. A.C. Gomathi
Member	:	Mrs. J. Mary Jenif
Advocate	:	Mrs. P. Manimozhi, M.A., B.L.,

### **ANTI-RAGGING COMMITTEE**

Principal	:	Rev. Dr. D. Maria Antony Raj
Additional Principal	:	Rev. Dr. K.A. Maria Arokiaraj
Vice Principal (Admin. Shift-I)	:	Rev. Dr. G. Theophil Anand
Vice Principal (Admin. Shift-II)	:	Rev. Dr. D. Shanmugam
Vice Principal (Academics Shift-I)	:	Dr. S.R. Xavier Rajarathinam
Vice Principal (Academics Shift-II)	:	Mrs.A.Josephine Sahaya Mala
Dean (Shift-I)	:	Dr. A. Albert Irudayaraj
Dean (Shift-II)	:	Dr. B. Govindan
Dean of Women Students	:	Dr. A. Merceline Anita
Advocate	:	Mr. P.V. Anandakrishnan, B.A., B.L.,
Non-Teaching Staff	:	Mr. A.C. Mani
Parents	:	
Students' Representative (Senior's)	:	
Students' Representative (Fresher's)	:	

### **SPORTS COUNCIL**

Principal	:	Rev. Dr. D. Maria Antony Raj
Vice Principal (Admin. Shift-I)	:	Rev. Dr. G. Theophil Anand
Vice Principal (Admin. Shift-II)	:	Rev. Dr. D. Shanmugam
Physical Education (Shift-I)	:	Dr. A. Bento Devaraj

Physical Education (Shift-II) : Mr. C. Kaviarasu

### **COLLEGE MAGAZINE COMMITTEE**

Editor in Chief : Mr. N. Arul Doss  
English : Mr. V. Madhan Kumar  
Assistant Dean - Research : Dr. R. Jude Vimal Michael  
Tamil : Dr. G. Mohan Gandhi  
Chemistry : Dr. V. Collins Arun Prakash  
Web Admin. : Mr. J. Antony Amalraj  
Assistant :

### **AICTE ADMINISTRATION COUNCIL**

Principal / Director - MBA : Rev. Dr. D. Maria Antony Raj  
Additional Principal : Rev. Dr. K.A. Maria Arokiaraj  
Director - M.C.A. : **Dr. S. Sagayaraj**  
Head - M.B.A. : Dr. S. Sasikumar  
Head - M.C.A. : Dr. A. George Louis Raja  
Dean - AICTE : Dr. J. Sasiganth  
Dean of Women Students : Dr. R. Arockia Mary  
Placement Officer : Mr. V. Gopinath  
Office Superintendent : Mr. S. Gnanaprakasam

### **AICTE STUDENT'S WELFARE COMMITTEE**

Dean - AICTE : Dr. J. Sasiganth  
Dean of Women Students : Dr. R. Arockia Mary  
All the Class Leaders :  
All the Academic Association :  
Secretaries :  
All the Non-Academic :  
Association Secretaries :

### **ALUMNI ASSOCIATION**

Secretary : Rev. Dr. John Alexander  
Principal : Rev. Dr. D. Maria Antony Raj  
Additional Principal : Rev. Dr. K.A. Maria Arokiaraj  
President : Dr. S.M. Krishnan  
Vice President (Senior) : Mr. A. Gopinath  
Vice President (GeX) : Dr. U. Ramesh  
Secretary : Dr. C.R. Christi Anandan  
Treasurer : Mr. P. Nicola Prakash  
Councillor - 1 : Mr. M. Thirupathi  
Councillor - 2 : Mr. N. Srinivasan  
Councillor - 3 : Mr. A. Jacob

Councillor - 4 : Mr. C.P. Kowshik  
Immediate Past Pupil President : Mr. M. Thangamani

### **SCHOLARSHIP COMMITTEE**

Principal : Rev. Dr. D. Maria Antony Raj  
Work-Scholarship, Mother Teresa Scholarship for SC/ST & Dalit Christians & Fr.P.M. Thomas Scholarship for Orphans } : Rev. Dr. John Alexander  
Midday Meals Scholarship (S-I) : Dr. A. Albert Irudayaraj  
Associate Dean(Shift-I) : Mr. R. Veerappan  
Associate Dean(Shift-I) : Dr. S. Kalaiarasi  
Associate Dean(Shift-I) : Dr. A. Poongothai  
Midday Meals Scholarship (S-II) : Dr. B. Govindan  
Associate Dean(Shift-II) : Mr. D. Rajkumar  
Associate Dean(Shift-II) : Mrs. C. Dharma Devi  
Orphan & Semi Orphan Scholarship (IVDP) : Rev. Fr. S. Henry Daniel Ambrose  
Government Scholarships : Mr. M. Francis Arockiaraj  
Sports Scholarship : Dr. A. Bento Devaraj

### **DOCUMENTATION & WEB COMMITTEE**

Principal : Rev. Dr. D. Maria Antony Raj  
Dept. of Tamil : Dr. P. Selvakumar  
: Dr. A. Prabu  
Dept. of English : Dr. F. Julian Xercies Rigley  
: Mr. D. Louis Sahaya Henston  
Dept. of MSW : Dr. Clayton Michael Fonceca  
Web Admin. : Mr. J. Antony Amalraj  
Programmer : Mr. A. Kesavan  
Assistant :  
IQAC : Mrs. S. Sasireka

### **DATA CENTRE**

Principal : Rev. Dr. D. Maria Antony Raj  
Director : Mr. V. Thomas Immanuel  
Member : Mr. S. Gnanapragasam  
Member : Mr. S. Anthony Philomen Raj  
Member : Mr. A. Kesavan

### **CLASS QUALITY CIRCLE (CQC)**

Coordinator (Shift-I) : Dr. K. Arockiaraj  
Coordinator (Shift-II) : Mr. S. Karthik

## HOSTEL DIRECTORS

Rinaldi Hostel	:	Rev. Fr. Anto John Jagadish
Murphy Hostel	:	Rev. Dr. S. John Borg
Guezou Hostel	:	Rev. Dr. D. Shanmugam
Amalagam	:	Rev. Sr. Anthoniammal
Mazzarello Home	:	Mother Superior

## EXTENSION EDUCATION & SERVICES

### DB CENTRE-BOSCO INSTITUTE OF SOCIAL WORK (BISW)

Director	:	Rev. Fr. S. Henry Daniel Ambrose
Assistant Director	:	Rev. Dr. D. Shanmugam
Thenkudu Sangam	:	Rev. Fr. J. Andrews Raja

## STUDENTS OUTREACH PROGRAMME

Secretary	:	Rev. Dr. John Alexander
Principal	:	Rev. Dr. D. Maria Antony Raj
Additional Principal	:	Rev. Dr. K.A. Maria Arokiaraj
Vice Principal (Admin Shift-I)	:	Rev. Dr. G. Theophil Anand
Vice Principal (Admin Shift-II)	:	Rev. Dr. D. Shanmugam
Director BISW (Convener)-DB Centre	:	Rev. Fr. S. Henry Daniel Ambrose
Coordinator (Shift-I)	:	Dr. C.R. Christi Anandan
Coordinator (Shift-II)	:	Mr. R. Karthik
Field Staff	:	Mr. M. Aruldass
	:	Mr. S. Mani

## EXTENSION SERVICES COMMITTEE

Secretary	:	Rev. Dr. John Alexander
Principal	:	Rev. Dr. D. Maria Antony Raj
Additional Principal	:	Rev. Dr. K.A. Maria Arokiaraj
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Department of Social Work  
Department of Management Studies (MBA)  
Department of Mathematics (UG & PG)  
Department of Physics  
Department of Chemistry  
Department of Computer Science (UG)  
Department of Biochemistry (UG & PG)  
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Department of Histology and Embryology

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Mr. G. Govindaraj	Assistant
Mr. M. Francis Arockiaraj	Assistant
Mr. A.C. Mani	Junior Assistant (SG)
Mr. S. Mudiappan	Junior Assistant
Mr. L. Arokiadoss	Junior Assistant
Mr. L.S. Antany	Typist
Mr. R. Srinivasan	Typist
Mr. U. Arulraj	Store Keeper
Mr. A. Thomas Fernando	Mechanic
Mr. S. Francis Xavier	Lab Assistant (SG)
Mr. K. Manoj Kumar	Lab Assistant (SG)
Mrs. J.F. Arul Santhi	Lab Assistant
Mr. A. Kesavan	Lab Assistant
Mr. S. Lucas	Record Clerk
Mr. R. Arockiasamy	Record Clerk
Mr. J. Antony Amalraj	Record Clerk
Mr. S. Franco	Office Assistant
Mr. V. Prabhu	Office Assistant
Mrs. A. Balamani	Sweeper
Mr. A. John Peter	Sweeper
Mr. S. Amaladoss	Sweeper
Mr. L. Prakash John Paul	Sweeper
Mr. A. Savari Muthu Felix	Gardener
Mr. A. Antony	Scavenger
Mr. S.J. Sampathkumar	Watchman

### **ADMINISTRATIVE STAFF (UNAIDED)**

Mr. M. Gnanaraj	Assistant
Mr. S. Baskaran	Junior Assistant
Mr. S. Tamilvanan	Junior Assistant
Mr. A. Francis Xavier	Junior Assistant
Mr. B. Martin	Lab. Assistant
Mr. A. Amala Suresh	Lab. Assistant
Mr. D. Victor	Lab. Assistant
Mr. E.U. Arun Kumar	Lab. Assistant
Mr. P. Hari Prasad Sharma	Lab. Assistant
Mr. A. Sasikumar	Lab. Assistant
Mr. S. Selva Pushparaj	Lab. Assistant
Mr. M. Sudhagar	Lab. Assistant
Mr. M. Vijayakumar	Lab. Assistant
Mr. G. Nelson Albert	Lab. Assistant
Mr. A. Vijay	Lab. Assistant
Mr. R. Baskar	Lib. Assistant
Mr. M. Maria Antony	Lib. Assistant
Mr. S. Thirumal	Technical Assistant



Mr. V. Solaiarajan	Technical Assistant
Mr. D. Emmanuel	Office Assistant
Mr. S. Vinith Periyayagam	Office Assistant
Mr. L.V. Rajesh Kumar	Office Assistant
Mr. C. Prabhakaran	Office Assistant
Mr. T. Anbazhagan	Office Assistant
Mr. M. Martin	Office Assistant
Mr. A. Sathianathan	Office Assistant
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Mr. X. Franklin	Office Assistant
Mr. A. Rajesh	Office Assistant
Mr. J.A. Augustine	Office Assistant
Mrs. T. Famila	Office Assistant
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Mr. A. Madhalai Mani	Sweeper
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Mr. R. Rajesh	Technical Assistant
Mr. M. Sironmani	Carpenter
Mr. A. Arul	Driver
Mr. U. Raja	Driver
Mr. N. Prabhu	Painter
Mr. J. Arul	Gardener
Mr. S. Anthony	Scavenger
Mr. A. Maxwell	Scavenger

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Mr. A. Stephen Arockiaraj	Assistant Programmer
Rev. Fr. Canisias Jeffery Jegan	System Analyst
Mr. S. Anandhan	Librarian
Mr. A. Swaminathan	Assistant Librarian
Mr. S. Shakthi	Technical Assistant
Mr. S. Samuel	Lab. Assistant

## **RULES AND REGULATIONS**

### **ATTENDANCE**

1. The working day is divided into five periods, each hour is of sixty minutes duration.
2. Attendance shall be taken at every scholastic exercise whether it is lecture or practical class of any kind prescribed by the college time table.
3. No Student shall be absent from the college without leave letter. Application for leave must be made beforehand to the Head of the Department through online. The downloaded leave letter should be countersigned by Parent/Guardian/Warden. When the absence is due to unforeseen causes, an application for leave must be submitted on return. In case of sickness, medical certificate should be produced to the HOD.
4. All the students must be present on the reopening date of each semester. Those absent will be fined. No leave will be granted except in special cases for days prefixed or suffixed to any holidays during the year.
5. In special cases like sports, camps and other official works given by the college, the Vice Principal (Administration) may grant free attendance. The certificate of attendance should be submitted to the college office immediately after the event.
6. 75% attendance is a must to be eligible to appear for a paper in the semester examinations. Those who have less than 55% attendance will have to repeat the semester.
7. Those who are absent continuously for more than 5 days without submitting leave letter will have to come with their parents/guardians to meet the Principal/Additional Principal before joining the class.
8. Submission of leave application with/without medical certificates does not entitle a student to earn attendance for the days of his/her absence.

### **EXAMINATION SYSTEM**

There are two components in the evaluation and assessment of a student, namely Continuous Assessment (CA) and Semester Examination (SE). The CA will take place during the course of the semester and the Semester Examination shall be conducted at the end of each semester, i.e., ODD Semester in October/November and Even Semester in April/May. Each UG course consists of six semesters. Each PG course consists of 4 semesters. Each Post Graduate Diploma programmes consists of 2 semesters.

### **Continuous Assessment (CA) - Theory**

1. The components of CA marks are left to the departments approved by the Academic Council.
2. The maximum marks for CA is 30 for UG and for PG 40. (UG Batch 2019-2021 and PG Batch 2019-2021)  
The maximum marks for CA is 50 for UG and PG. (Batch 2021-2022)
3. Any request for retest will be considered only for valid reasons recommended by the Head of the Department. The request should reach the Vice Principal (Academics Shift-I & II) during CA Test - I. Only the students who have more than 75% attendance are eligible for retest.
4. There shall be no passing minimum for CA.
5. There is no provision for improvement of CA.
6. Attendance marks are given for each course for UG. The marks for the attendance shall be awarded for each course as follows:

<b>Percentage</b>	<b>Marks</b>
76 to 80	1 Mark
81 to 85	2 Marks
86 to 90	3 Marks
91 to 95	4 Marks
96 to 100	5 Marks

7. Re-CA is allowed in case of University sports and unexpected events. Vice Principal (Academics Shift-I & II) are incharge for the conduct of Re-CA exam as per the dates in the college calendar. There is no Re-CA for II CA exam.
8. The fraction of CA marks shall be rounded off to the nearest integer.

### **Semester Examinations (SE)**

1. There shall be only 'single valuation' for both UG and PG programmes.

2. All the courses are made available both in Odd and Even Semesters.
3. When the syllabus is revised, the student having arrear is allowed to complete the arrears, writing the examinations in the syllabus studied by the student. In case the courses are changed, the department will allot substitute courses to complete the arrears.
4. All the communications / notices including semester exam results will be displayed in the college website only.
5. Photocopy of the answer scripts can be obtained on payment of prescribed fee, with in the due date.
6. There will be revaluation of the answer scripts with / without photocopy on payment of prescribed fees, with in the due date.
7. For outgoing students (UG 3<sup>rd</sup> year, PG 2<sup>nd</sup> year) supplementary exams will be conducted after the Even semester examinations. Students having one arrear in theory paper will be eligible for this examination.

### **Passing Minimum UG Programme**

A student should secure 40% and above in the semester examinations and 40% and above in the aggregate of CA and semester examinations to pass that paper. Candidates failing in this have to repeat the semester examinations in that paper.

### **PG Programme**

A student should secure 50% and above in the semester examinations and 50% and above in the aggregate of CA and semester examinations to pass that paper. Candidates failing in this have to repeat the semester examinations in that paper.

### **Classification of Successful Candidates**

#### **Letter Grade Classification**

A letter grade will be allotted for each subject based on the marks obtained. Each letter has a corresponding Grade Point (GP).

<b>Range of Marks</b>	<b>Grade Point</b>	<b>Grade</b>	<b>Description</b>
90 - 100	9.0 - 10.0	O	OUTSTANDING
80 - 89	8.0 - 8.9	D+	EXCELLENT

75 - 79	7.5 - 7.9	D	DISTINCTION
70 - 74	7.0 - 7.4	A+	VERY GOOD
60 - 69	6.0 - 6.9	A	GOOD
50 - 59	5.0 - 5.9	B	AVERAGE
40 - 49	4.0 - 4.9	C	SATISFACTORY

### **Cumulative Grade Point Average (CGPA)**

The Cumulative Grade Point Average (CGPA) is calculated as

$$CGPA = \frac{\sum(GP \times C)}{\sum C}$$

where,

C is the Credit of the subject

GP is Grade Point of the subject

### **The Final Classification**

A student is awarded a class for each part of the course on the basis of percentage of aggregate marks obtained in the respective part.

<b>CGPA</b>	<b>Grade</b>	<b>Class</b>
9.5 - 10.0	O+	First Class - Exemplary*
9.0 - 9.49	O	
8.5 - 8.99	D++	First Class with Distinction*
8.0 - 8.49	D+	
7.5 - 7.99	D	
7.0 - 7.49	A++	First Class
6.5 - 6.99	A+	
6.0 - 6.49	A	
5.5 - 5.99	B+	
5.0 - 5.49	B	Second Class
4.5 - 4.99	C+	Third Class
4.0 - 4.49	C	

\* Passed in the first appearance & applicable to PART III Only

### **Ranking of Successful Candidates**

Ranking will be based on CGPA. Candidate who passed in all the examinations prescribed for the course in the first appearance only are eligible for ranking.

### **Practical Examinations**

1. For CA, the maximum mark is 40. There shall be no passing minimum for CA. Improvement of CA is not permitted.
2. 75% attendance is necessary to appear for Semester Examinations. The maximum mark for SE is 60. Arrears will follow the pattern of SE (Theory).

### **CHOICE BASED CREDIT SYSTEM (CBCS)**

#### **UG Programme**

PART - I	Language 1: Tamil/Hindi/French/Urdu
PART - II	Language 2: English
PART - III	Main, Allied and Non-Major Electives
PART - IV	Life Skills, Religion / Ethics, Value Education, Human Rights, Environment Studies.
PART - V	Social Education and Services and Groups & Movements
PART - VI	Optional Courses

#### **PG Programme**

- PART - III Main
- PART - VI Optional Courses

#### **M.Phil. Programme**

- PART - III Course - I: Specialization
- Course - II: Specialization
- Course - III: Dissertation

## **SOCIAL EDUCATION - OUTREACH PROGRAMME**

Social Education consists of input sessions on Social Analysis and three days of Outreach Programme in which the students have an experience of sharing their knowledge with the society and offer services according to the nature of their subject. The two credits at the completion of the programme is an essential requirement for obtaining the final degree by every student. It should be completed by the IV Semester.

## **INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)**

The institutional social responsibility is shown by the staff and students by contributing towards the fund for a social cause around the neighbourhood and organizing class by class sharing day in the villages.

## **GROUPS AND MOVEMENTS**

Under Groups and Movements we have all associations of co-curricular and extra-curricular activities of the college, namely AICUF, NCC, NSS, Media Forum, Consumer Forum, Fine Arts Club & Cultural Club, Sports Club, Youth Red Cross, Eco Club, Rovers and Rangers, Matru Nataka Iyakkam, and Red Ribbon. Every student is expected to be part of one of the groups and have group experience under the guidance of staff members. On completion the students get 2 credits.

## **Sacred Heart Accompaniment Programme of Education (SHAPE)**

The SHAPE is a holistic mentoring programme for the undergraduate students in Sacred Heart College. The Salesian System of Education has a unique way of mentoring, which is by accompanying the young by Salesians and teachers. They help the young people to take responsibility for their own development in the following dimensions of growth: Physical, Intellectual, Psychological, Social, Spiritual and Skill development.

The SHAPE is designed for a staff member to guide a group of about 15 to 20 students to take responsibility for their own growth. The respective staff will accompany the allotted students in their journey of shaping themselves. It is not a substitute for the counseling programme.

All the first year undergraduate students are compulsorily part of the SHAPE programme. The second and third years are encouraged to continue with the programme.

## **Common Programme Structure under CBCS**

**B.A., B.Sc., Programmes:  
Hours per week / Credits**

Subject	No. Courses	Credits	Semester I/Hours	Semester II/Hours	Semester III/Hours	Semester IV/Hours	Semester V/Hours	Semester VI/Hours	Hours / Week	Credits
<b>Part-I</b> Tamil	4	3	5	5	5	5	-	-	20	12
<b>Part-II</b> English	4	3	5	5	5	5	-	-	20	12
<b>Part-III</b> Core Theory & Practical	13-15	3/4/5	10	10	10	10	23	23	86	86
Allied	4	4	6	6	6	6	-	-	24	16
Electives	2	3	-	-	-	-	5	5	10	6
NME	2	1	-	-	-	-	2	2	4	2
<b>Part-IV</b> (Life Edu) Life Skills	4	1	2	2	2	2	-	-	8	4
Value Edu/Reli	2	1	2	2	-	-	-	-	4	2
HR/EVS	2	1	-	-	2	2	-	-	4	2
Com.Eng	2	-	-	-	-	-	-	-	-	2
<b>Part-V</b> Social Edu. Groups & Movements	- -	- -	- -	- -	- -	1 1	- -	- -	- -	2 2
<b>Part-VI</b> (Optional) SSP Certificate	2 4	- -	- -	- -	- -	- -	- -	- -	- -	2 4
<b>Overall Total Hours / Credits</b>			<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>180</b>	<b>148+2+4</b>

**Common Programme Structure under CBCS  
B.Com., B.Com. (CA), B.B.A., B.C.A. Programmes:  
Hours per week / Credits**



Subject	No. Courses	Credits	Semester I/Hours	Semester II/Hours	Semester III/Hours	Semester IV/Hours	Semester V/Hours	Semester VI/Hours	Hours/Week	Credits
<b>Part – I</b> Tamil	2	3	5	5	-	-	-	-	10	6
<b>Part – II</b> English	2	3	5	5	-	-	-	-	10	6
<b>Part – III</b> Core Theory & Practical	28	45	10	10	16	20	28	24	108	98
Allied	4	4	6	6	6	6	-	-	24	16
Electives	2	3	-	-	4	-	-	4	8	6
NME	2	1	-	-	-	-	2	2	4	2
<b>Part – IV</b> (Life Edu) Life Skills	4	1	2	2	2	2	-	-	8	4
Value Edu / Reli	2	1	2	2	-	-	-	-	4	2
HR/EVS	2	1	-	-	2	2	-	-	4	2
Com.Eng	2	-	-	-	-	-	-	-	-	2
<b>Part – V</b> Social Edu Groups & Movements	- -	- -	- -	- -	- -	1 1	- -	- -	- -	2 2
<b>Part – VI</b> (optional) SSP Certificate	2 4	- -	- -	- -	- -	- -	- -	- -	- -	2 4
<b>Overall Total Hours / Credits</b>			<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>180</b>	<b>148+ 2+4</b>

## DISCIPLINARY RULES

1. Students shall conduct themselves in such a manner as not to bring discredit to the college or to themselves. The good name of the college is in the hands of the students and the college authorities will not allow any student to defame it.
2. Students should be courteous and gracious towards their staff members. Any disrespect shown to them will be considered as a serious offence.
3. The medium of instruction and language of communication is English. Students are expected to converse always in English. Those who violate this language rule will be dealt with seriously.
4. Students are expected to conduct themselves inside and outside the college as gentle persons and maintain the honour and dignity of the academic community to which they belong.
5. Men students are asked to wear decent clothes however T-Shirts are forbidden. Women students can wear either Saree or Chudidar. No Jeans or half sarees or tight fittings for women students.
6. Students should wear their college identity cards (ID) around their necks on working or non-working days in the campus.
7. No student is permitted to take leave without submitting leave letter to the respective HOD.
8. During working hours the students cannot leave the campus without permission.
9. Late coming is to be avoided. Penalty will be levied on latecomers.
10. Use of mobile phone is not allowed inside the college premises between 8.30 a.m. and 6.05 p.m. The offenders will be fined Rs.1,000/- and mobiles will be confiscated.
11. **Ragging is prohibited:** Whoever directly or indirectly indulges, participates, abets or propagates 'ragging' within or outside the college, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine up to Rs.10,000/- **(See page No.69)**

12. **Any problem created within or outside the campus with regard to boy-girl relationship will lead to dismissal from the institution.**
13. **Boys and girls eloping with college mates or getting married to them, during their period of study, will call for dismissal from the institution.**
14. According to Section 5 "Any student convicted of an offense under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution". (Madras Educational Rules, Ch.VIII) Graduate and under graduate students on the rolls of college are forbidden to take an active part in political agitation directed against the authority of the Government. Principal may further, at their discretion, forbid students to engage prominently any public movement.
15. Any college fine, by whomsoever imposed, must be paid to the midday meals account of the college in the Catholic Syrian Bank (A/C.No.2629981).
16. Students are forbidden to organize or attend any meeting in the college or collect money for any purpose without the explicit permission of the Principal. Severe action will be taken on the erring students.
17. No student shall be a member of any association unconnected with the college, without the permission of the Principal not shall a student take part in any antisocial and subversive activities.
18. Students are forbidden to remove or tamper with the furniture of the college. Severe action will be taken against such students and the loss shall be made good. If the offender is not traceable, a collective fine will be imposed.
19. Smoking, littering and defacing the walls and furniture are punishable offences.
20. Any student found to be indifferent or careless in one's work or whose conduct is considered to be detrimental to the best interest of the college, may at any time be suspended or dismissed from the institution with forfeiture of the fees paid.
21. **Students who come drunk or in possession of liquor or any drug will either be dismissed or suspended or debarred.**

## **GUIDELINES TO PARENTS/GUARDIANS**

Parents/Guardians are requested to co-operate with college authorities in the formation of good character, in maintaining regularity in attendance and progress in studies of their children/wards.

Parents/Guardians are advised to check, in person with HODs/ Vice Principal regarding the attendance of their children/wards. At the beginning of every semester parents meeting organized by the management. The parents are advised to attend these meeting to know about the performance of their children.

### **LIBRARY**

1. The library work on all the days except on Government holidays.

#### **Working Hours:**

Weekdays	07.00 a.m. to 07.00 p.m.
Saturdays	08.30 a.m. to 04.30 p.m.
Sundays	09.00 a.m. to 12.30 p.m.
Vacation	08.30 a.m. to 04.30 p.m.

2. While entering and leaving the library, a student should press the Biometrics to clock his stay in the library.
3.
  - i) Normal period of lending : 10 days
  - ii) Number of books for UG : 2
  - iii) Number of books for PG : 4
  - iv) Number of books for M.Phil. : 4
  - v) Photocopying : 08.30 a.m. to 04.30 p.m.
4. No books, notebooks, files, purses, etc., may be taken into the library by the members. Such materials may be left at the property counter. Only sheets of papers may be taken into the library. Library is not responsible for any loss of property at the counter. Do not leave your laptops at the property counter; take them with you into the library.
5. Everyone shall return the books borrowed on due date. For books returned late, an overdue charge of Rs.1.00 per book per day will be collected. This charge will be raised to Rs.2.00 per day after weeks.

6. All materials overdue by more than 2 months or not returned will be declared lost. The member concerned must replace the book within a week. If not, the cost of the book shall be charged to the borrower at the current price. If the book is not in print, cost of the similar book shall be charged. In addition the member will have to pay a service charge of Rs.20. The said borrower is not allowed to use the library till the sum is paid.
7. After using books for reference in the library, the books shall be left on the table itself. All books will be replaced in their proper place by the library staff.
8. All the members must show the identity card (ID) to the library staff, when requested. No one may bring non-members into the library.
9. No book is to be lent or taken out of the reference room. Only books from the stack room are lent to the members.
10. Members shall take due care of books and library furniture. Any marking, Underlining or annotating of books is strictly forbidden. Members will be held responsible for any damage or defacement of books or other library property will have to be paid for the loss.
11. Absolute silence shall be observed at all times in the library. Those unable to do so may be asked to leave the library.
12. Any one borrowing books from the library should show them to the library staff at the return counter on leaving the library.
13. Politeness, good order and cooperation are expected from all the members so that the time you spend in the library may be rewarding and useful.
14. All books must be returned to the library before the end of the academic year.
15. Interdepartmental books shall be returned within a month. In case, they are required by the concerned departments, they may be recalled by the library staff.

#### **TAMIL NADU PROHIBITION OF RAGGING ACT-1997**

The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 14<sup>th</sup> February 1997 and is hereby published for general information.

**Excerpts from Act No.7 of 1997**

An Act to prohibit ragging in educational institutions in the State of Tamil Nadu. Be it enacted by the Legislative Assembly of the State of Tamil Nadu in the Forty Eighth year of Republic India as follows:

### **1) Short title, extend commencement**

This Act may be called the Tamil Nadu Prohibition of Ragging Act, 1997. It extends to the whole of the state of Tamil Nadu. It shall be deemed to have come into force on the 19<sup>th</sup> day of December 1996.

### **2) Definition**

In this Act unless the context otherwise requires, "ragging" means display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes.

- a) teasing, abusing of playing practical jokes on, or causing hurt to such students or
- b) asking the students to do any act or perform something which such student will not in the ordinary course willingly do.

### **3) Prohibition of Ragging**

Ragging within or without any educational institution is prohibited.

### **4) Penalty of Ragging**

Whoever directly or indirectly commits, participates in, abets or propagates "ragging" within or without any educational institution, shall be punished **with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.**

### **5) Dismissal of Student**

Any student convicted of an offence under section 4 shall be **dismissed from the educational institution and such student shall not be admitted in any other educational institution.**

### **6) Suspension of Student**

- (1) Without prejudice to the foregoing provisions, wherever any student complains of ragging to the Head of an Educational Institution, or to any other person responsible for the management of the educational institution he/she

shall inquire into the same immediately and if found true shall suspend the student, who has committed the offence, from the educational institution.

(2) The decision of the Head of the Educational Institution or the person responsible for the management of the Educational Institution that any student has indulged in ragging under sub-section (1) shall be final.

### **7) Deemed Abetment**

If the Head of the educational institution or the person responsible for the management of the educational institution fails or neglects to take action in the manner specified in sub-section (1) of section 6 when a complaint or ragging is made, such person shall be deemed to have abetted the offence of ragging and shall be punished as provided for in section 4.





## **SCHOLARSHIPS**

1. Dr. T.K. Swaminathan Scholarship
2. Prof. T. Raghavan Scholarship
3. Rev. Fr. A. Panampara Scholarship
4. Dr. (Mrs.) Padmasani Scholarship
5. Miss. Margaret Selvarajan Scholarship
6. Mr. & Mrs. Palackapillil Scholarship
7. Rev. Fr. P.P. George, SDB Scholarship
8. Mrs. Teresa Kurian Scholarship
9. AICUF Scholarship
10. Dr. Maria Selvam Scholarship
11. Mgr. Eugene Mederlet Scholarship
12. Dorai's Scholarship
13. Lalitha Scholarship
14. Mr. Lourdunathan Scholarship
15. Mr. Isaac Arokiasamy Scholarship
16. Prof. S. Mesmine Scholarship
17. Elur S. Muthusamy Gounder Scholarship
18. Sacred Heart Scholarship
19. Annai Velankanni Scholarship
20. Amirthammal Govindaraja Mudaliar Scholarship
21. Bishop Michael Augustine Scholarship
22. Rev. Fr. Francis Guezou Scholarship
23. Rev. Fr. Murphy Scholarship – Sportsman Award
24. Rev. Fr. Joseph Sandanam Scholarship
25. S.H.C. Alumni Association Scholarship
26. Selvi Sowmya Scholarship
27. Thiru Ramasamy Scholarship
28. Thiru Kuppusamy Gounder Scholarship
29. Rev. Fr. James Oreglia Scholarship
30. Maria Joseph Antony Scholarship
31. Mr. D. Gnanapragasam Scholarship
32. Rev. Fr. P.A. Thomas Scholarship
33. Rev. Fr. P.M. Thomas Scholarship
34. Rev. Bro. Expedit Lobo Scholarship
35. Thiru K. Narayanasamy Scholarship
36. We Are With You Scholarship
37. T.A. Doraisamy Nayanar-Irusammal Trust Scholarship

38. Dr. P. Subbarayulu Scholarship
39. Rev. Mother Francisca Medal for French
40. T.S. Chockalingam Scholarship
41. Sarangapani Scholarship
42. Mrs. Yesodha Subbarayulu Scholarship
43. Physics Department Silver Jubilee Scholarship
44. Prof. S. Savari Anantham Scholarship
45. Mr. & Mrs. Mary Louisa Ramayya Scholarship
46. Commerce Department Silver Jubilee Scholarship
47. Prof. G. Chandrasekaran Scholarship
48. Mr. & Mrs. T. Joseph Raj Jaya Scholarship
49. Tapatri Gnanamma Scholarship
50. Mr. Antony Fredric Hozanam Scholarship
51. Prof. P. Premus Scholarship
52. Prof. R. Rajamanickam Scholarship
53. Thiru. H. Kannu Gounder Scholarship
54. A.S.A. Samy Scholarship
55. Prof. P. Mohanam Scholarship
56. Commander M.T. Abraham Scholarship
57. Prof. S.J. Salvadore Scholarship - Mr. N. Meganathan
58. Chancellor Viswanathan Gold Medal
59. Amaran Jeeva Centenary Memorial Prize
60. Prof. N.S. Krishnasamy Centenary Scholarship
61. Prof. I. Gnanapragasam Scholarship
62. Prof. S. Lourdumarian Scholarship
63. Thiru. M. Selvaraj Scholarship (MSW – 1986 Student)
64. Golden Jubilee Scholarship – Mathematics Department
65. Rev. Fr. Maria Arokiam Scholarship
66. Rev. Fr. S. Thaddeus Silver Jubilee Scholarship
67. Dr. K. Raja Rethinam Award Scholarship
68. Mr. A. Magendiran Award Scholarship
69. Idhaya Malar Scholarship – Mr. I.A. Jayaseelan
70. Dr. B. Venugopal Memorial Award
71. Mathematics Alumni Scholarship
72. 1981-1984 B.A., & B.Sc., Batch Students Scholarship
73. Rangan Chakkaravarthy Scholarship
74. Physics Department Alumni Scholarship
75. College Day Medals Scholarship

76. Dr. M. Maria Susai Manuel Scholarship
77. Rev. Sr. Maria Dalle Scholarship
78. Rev. Dr. C.M. Varghese Silver Jubilee Scholarship
79. Mr. Daniel & Mrs. Savariammal Scholarship  
(Parents of Rev. Dr. D. Maria Antony Raj)
80. Mr. Joachim Scholarship - Mr. & Mrs. James Jesintha
81. Mr. Adaikalasamy & Mrs. Savariammal Scholarship  
(Parents of Rev. Dr. A. Maria Soosai)
82. Rev. Dr. A.T. Thomas Scholarship
83. Thooya Nenjangal 1974 Batch
84. Dr. C.M.J. Bosco & Dr. A.J. Christopher Scholarship
85. Rev. Fr. Rector K.M. Jose Scholarship - Dr. T. Jeyabalan
86. Rev. Fr. Rector K.M. Jose Scholarship - Dr. D. Leslin
87. Child Jenney Grace -Scholarship - Dr. L. Ravi
88. Mr. & Mrs. Jacob–Memorial Scholarship–Mr. Roop Singh
89. Mrs. K. S. Amalorpava Mary Scholarship
90. Dr. K. Ravi & Dr. M. Reni Sagayaraj UG Mathematics  
Scholarship
91. Dr. M. Reni Sagayaraj & Dr. K. Ravi PG Mathematics  
Scholarship
92. St. Mother Teresa’s Scholarship - Dr. R. Murali
93. Divine Mercy Scholarship - Dr. A. Arockiamary
94. Mr. & Mrs. John Pushpharaj Lessy Teresa Scholarship -  
Dr. J. Henry Rozario
95. Rev. Fr. C.C. George, SDB Scholarship for the  
Department of MBA (Established by Mr. Kennedy,  
Katpadi)
96. St. Patric Scholarship for II MSW students - Dr. Jim  
Campbell
97. Mr. A. Anthonisamy & Mrs. M. Theresa Scholarship - Rev.  
Dr. K.A. Maria Arokiaraj SDB
98. Mr. & Mrs. Antony Kanagaraj Susaimary Scholarship - Dr.  
A. Merceline Anita
99. Felix Antonysamy MSW Memorial Scholarship – MSW  
Batch 1982 - 1984

## **RESEARCH SCHOLARSHIPS**

1. Dr .M. Maria Susai Manuel Endowment Lecture
2. Sacred Heart Fellowship for Students
3. Fr. Joseph Carreno Research Grant for Ph.D. Scholars (2021-2022)
4. Don Bosco Research Grant for Faculty Members

## GENERAL INFORMATION TO STUDENTS

<b>Nature</b>	<b>Contact Persons / Office</b>
Attendance	Principal / Vice Principals' (Administration)
CA & Semester Examinations	Controller of Examinations
Re-CA	Vice Principals' (Academics)
Scholarships	College Office
Certificates	College Office
Provisional / Diploma	College Office
Mark Sheets	Controller of Examinations
Career Guidance	Vazhikatti Officer
Groups & Movements	Vice Principals' (Administration)
ID Card	Vice Principals' (Administration)
Medical Care	Dean
Sports and Games	Physical Director
Booking the Halls / Website	Web Master
Documentation	IQAC Office
Fees Payment	Catholic Syrian Bank
Fine Payment	Catholic Syrian Bank
Cycle Shed	College Office / Administrator
Counselling	Counsellors
Women Students	Staff in-charge of Women Students
Leave	Head of the Departments
Railway Concessions	Office Superintendent
Bus Pass	Vice Principals' (Administration)
Drinking Water	Dean
Mid-day Meals	Dean
SHAPE	Head of the Departments
Communicative English	Additional Principal
Cultural Events	Vice Principals' (Administration)
Registration of NME	Vice Principals' (Academics)

## COLLEGE ANTHEM

Come let's sing of Sacred Hearts  
Ready for every good work - 2

Equality, Freedom and Fraternity  
Are the values we all follow  
Reason, Religion and Loving Kindness  
Don Bosco's method shaping us.

Academic excellence and noble research  
Skills for life that we ever pursue  
Faith and family, culture we value  
Love for humanity we ensure

May God the source of all Peace and Justice  
Enlighten our minds and direct our wills  
May God the source of all Truth and Wisdom  
Make us seek the truth and keep us truly wise.

To learn to lead and lead to change  
Yes, change this world a better place  
For you and for me - 3

### **COLLEGE PRAYER**

O God, the Source of all Truth and Wisdom  
Bless our work and study which we offer you  
Enlighten our minds, strengthen our memories  
and direct our wills towards what is right  
Enable us always to seek the truth and make us truly wise.

Our Father in Heaven, Holy be your name  
Your kingdom come. Your will be done, on earth as in heaven  
Give us today our daily bread. Forgive us our sins  
as we forgive those who sin against us. Do not bring us to the test  
but deliver us from evil. Amen.

### **PRAYER FOR OUR COUNTRY**

Refrain: Into that heaven of freedom, my Father,  
Let my country awake!  
Where the mind is without fear and the head is held high,  
Where knowledge is free  
Where the world has not been broken  
into fragments by narrow domestic walls,  
Where words come out from the depth of truth,  
Where tireless striving stretches its arms towards perfection  
Where the clear stream of reason has not lost its way  
into the dreary desert sands of dead habit.

- Rabindranath Tagore

### **NATIONAL ANTHEM**

Jana-gana-mana-adhinayaka jaya he  
Bharatha-bhagya-vidhata.  
Punjaba-Sindh-Gujarata-Maratha-  
Dravida-Utkala-Banga,  
Vindhya-Himachala-Yamuna-Ganga  
Uchchhala-Jaladhi-taranga  
Tava Subha name jage,  
Tava Subha asisa mage,  
Gahe tava Jaya-gatha.  
Jana-gana-mangala-dayaka Jaya he  
Bharata -bhagya-vidhata.  
Jaya he, Jaya he, Jaya he,  
Jaya Jaya, Jaya, Jaya he.

- Rabindranath Tagore

### **TRANSLATION OF NATIONAL ANTHEM**

Thou art the ruler of the minds of all people

Dispenser of India's destiny  
Thy name rouses the hearts of the Punjab  
Sind, Gujarat and Maratha  
of the Dravida and Orissa and Bengal  
It echoes in the hills of Vindhaya and Himalaya  
Mingles in the music of the Jamuna and Ganges,  
And is chanted by the waves of the Indian sea  
They pray for the blessings and sing thy praise  
Thou dispenser of India's destiny  
Victory, Victory, Victory, to thee.

**jkpo;j;jha; tho;j;J**

ePuhUq; fLYL;j epykle;ijf; nfopnyhOFk;  
rPuhUk; tjdndkj; jpfo;gujf; fz;lkpjpy;>  
njf;fzKk; mjpw;rpwe;j jpuhtpley; jpUehLk;  
jf;frpW gpiwEjYk; jhpj;jeWe; jpyfKNk!  
mj;jpyf thridNghy; midj;JyFk; ,d;gKw  
vj;jpirAk; Gfo;kzf;f ,Ue;jngUe; jkpozq;Nf (2)  
cd; rPhpsikj; jpwk;tpae;J  
nray;kwe;J tho;j;JJNk!  
tho;j;JJNk! tho;j;JJNk!

- kNdhd;kzPak; ng.Re;juk;gps;is

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Name & Department	Int.No	Name & Department	Int.No
College Reception	100	Physics HOD PG/Lab/Staff	219
Rector	101	Physics HOD UG	220
Principal	102	Chemistry HOD/Staff Room	221
Administrator	103	Computer Science HOD (S-I)	222
Vice Principal Office (Shift-I)	104	Odyssey	223
Addl. Principal (Shift-II)	105	Computer Science Staff Room	224
Vice Principal (Academic Shift-I)	106	MSW Staff Room	225
Vice Principal (Admin. Shift-II)	107	CA Co-Ordinator Office	226
St. Joseph Block Room No.1	108	Library	228
Spiritual Director	109	BBA HOD/Staff Room	229
House Reception	110	College Staff Room (General)	230
Placement Cell	111	Security Office (Main Gate No.1)	231
House Dining Hall	112	NCC Office	232
BCA Department	113	Auditorium	233
English HOD Shift-II	114	BISW Office	234
Rinaldi Warden	115	Kamarajar Arangam	235
Rinaldi Sub Warden	116	Physical Director	236
Murphy Warden	117	DBC UG CS Lab	237
Murphy Sub Warden	118	Browsing Centre	239
APRC Director	119	Additional Principal Staff	240
IQAC Co-Ordinator	120	MSW HOD	241
DB Centre Director	121	CFCA Office	301
House Room No.15	122	Guezou Warden	302
Counselling Centre	123	Amalagam Warden	303
House Room No.14	124	Amalagam Sub Warden	304
House Room No.9	125	IGNOU Office	305
House Room No.17	126	Security Office Gate No.2	306
MBA Director	127	Catholic Syrian Bank	307
MCA Director	128	Shopping Complex Office	308
Office Manager	201	Canteen	309
Office Common	202	Alumni Office	311
Office Accountant-I	203	Security Office Gate No.3	312
Office Accountant-II	204	MSW Project Office	313
Project Office/Documentation	205	MCA Dean	314
GCC Director Office	206	MCA HOD	315
Guezou Computer Centre	207	Placement Officer	316
Controller's Office	208	MBA HOD	317
Tamil HOD/Staff Room	209	MBA Staff Room	318
English HOD/Staff Room	211	MCA Staff Room 1 <sup>st</sup> Floor	319
Biochemistry Lab	212	MCA Lab	320
Economics HOD/Staff Room	213	MBA Staff Room 1 <sup>st</sup> Floor	321
Biochemistry HOD/Staff Room	214	MBA Staff Room 1 <sup>st</sup> Floor	322
Commerce HOD/Staff Room	215	MCA Staff Room (2 <sup>nd</sup> Floor)	323
Mathematics HOD PG	216	M.Sc. CS Staff Room	324
Mathematics HOD UG	217	MCA Staff Room (Women)	325
Mathematics Staff Room	218	IMF Office	333

## TIME TABLE

**Shift-I: 08.30 a.m. to 01.15 p.m.**  
**Shift-II: 01.25 p.m. to 05.45 p.m.**

**ODD SEMESTER**

<b>Day / Hr.</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
<b>I</b>					
<b>II</b>					
<b>III</b>					
<b>IV</b>					
<b>V</b>					
<b>VI</b>					

**EVEN SEMESTER**

<b>Day / Hr.</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
<b>I</b>					
<b>II</b>					
<b>III</b>					
<b>IV</b>					
<b>V</b>					
<b>VI</b>					

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